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ABSTRACT

This paper outlines the KWIC Training Resources in Aging Project, an information service to assist trainers in aging. Program intent, content, format, etc. are presented. A project description, "What is KWIC and How Do I Use It?" introduces KWIC's services and products. That is followed by information on: (1) "KWIC's Services" and "KWIC Is..."; (2) "How KWIC Assists Trainers"; and (3) a mock-up of a request for assistance, with KWIC's response. (Author/JLL)

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ED143912

GET KWIC HELP: An Information Service to Assist Trainers in Aging[1]

Carol L. Van Steenberg[2]
Robin B. Karasik[2]

Overview of the Poster Session. Attached are materials from the poster session presented at the 29th Annual meeting of the Gerontological Society in New York City October 13-17, 1976.

At the poster session, project descriptions were disseminated and, via poster displays, information about the KWIC Training Resources in Aging project's services, operations and products was presented. No formal paper was delivered. Carol Van Steenberg, Project Coordinator, and Robin Karasik, Planning and Evaluation Specialist, spoke informally with those visiting the display about their particular information needs in the area of training/education and aging, answered questions about the development of the KWIC project, and provided an opportunity for those interested to become further involved (i.e. KWIC mailing list, resource reviewing, etc.).

The attached materials (pages 6 through 14) are meant to provide you with the same information given to those who attended the session.

You will find on page 6 a project description, "What Is KWIC and How Do I Use It?" which will acquaint you with KWIC's services and products. That is followed by the information presented on the posters:

(1) "KWIC's SERVICES" and "KWIC IS..." (page 7)

(2) "How KWIC Assists Trainers" which depicts the process to be described below in some detail (page 8) and

(3) a mock-up of a request for assistance with KWIC's response (pages 9 through 14.)

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[1]The KWIC Training Resources in Aging project is supported by Grant 94-P-20384-04 DHEW, OHD, AoA, Title IV-A.

[2]Senior Fellows, Duke Center for the Study of Aging and Human Development, Box 3003, Duke University Medical Center, Durham, N.C. 27710.

Tools of the Trade. KWIC staff, in answering requests, use a number of tools, two of which are The Keyword Index to Training Resources in Aging and the Film Forum. Both of these are available to others at the cost of their duplication (or printing) and mailing. The current edition of the Index (fourth edition) costs $6.50, while each Film Forum (issued three times a year) is $1.50. The Index is up-dated and republished twice a year. While these tools enable a trainer/educator to identify a significant portion of the resources which KWIC has acquired, KWIC staff should be contacted directly to determine if relevant new resources have been identified subsequent to the time the last Index or Film Forum went to press. KWIC staff also utilize a resource file of pertinent resources which cannot be Indexed, e.g., experts, documents (monographs) that are not linked specifically to education/training, and other information sources/services.

The "information base" upon which KWIC draws in answering a request consists primarily of materials which have been collected, screened, coded and indexed. Such materials are not only cited in the Index but are accessible to KWIC staff to examine or reproduce if necessary. New candidates for inclusion are sought continuously and are received almost daily. The methods employed to acquire likely resources include regular searches of relevant on-line data bases (e.g., ERIC, MEDLINE, CATLINE, NTIS, etc.), scanning of approximately 25 journals and newsletters monthly and, most importantly, direct contacting of likely producers of materials (e.g., recipients of Older American Act Title IV-A funds).

When a new resource is received, it is "logged in", then screened to determine if it is appropriate and sufficiently complete to add it to KWIC's fully-indexed holdings. If it is clearly related to aging and education/training and, in our judgment, is substantial enough to provide guidance to someone seeking to design or deliver a similar experience, it is "processed" for inclusion in the next edition of the Index.

"Processing" encompasses the assigning of a broad "browsing" category to the document (refer to page 10, lower half, for the listing of the Index's categories under the heading "CATEGORIES TO CHECK IN INDEX"); the development of additional "keywords" (beyond those in the title of the resource) to describe the contents of the material; and the designation of an "instructional code" for the resource. Because of time limitations, this code was not discussed at length during the poster session and will not be dealt with here, except by the key to the code found on page 11. All of the information is then computer processed for the next iteration of the Index. Following its processing, the resource is filed according to its "browsing" category.

The Index itself is divided into two portions: (1) the listing of the resources arranged by their categories and (2) the display of the resources according to their keywords. (See page 12 for sample pages of Index).

How KWIC Responds to Inquiries. The KWIC project receives inquiries by mail, telephone or in-person and responds to these via the following procedure. First the inquiry is analyzed to determine the class of resources likely to be useful, i.e., the level of sophistication of the intended audience (students or trainees), the subject matter (educational objectives) to be addressed, and the extent of information desired by the inquirer about resources (e.g., is he/she seeking others' course outlines? seeking references to texts that could be used? seeking help in hammering out the objectives of the course?). In making this assessment of the inquirer's information needs, KWIC staff may need to recontact the inquirer, by mail or telephone, for clarification.

Once the inquirer's needs are determined, the "search" begins. First a set of "keywords" (words or phrases) are developed from the request. In the example attached (see page 9 for Dr. Gerontos' letter of inquiry), such keywords might include those listed under the heading "KEYWORDS SELECTED" on the upper half of page 10. Note that an all-inclusive list of relevant keywords probably is im-

possible to develop. The objective here is to develop a set that is adequate for identifying the relevant resources held by KWIC. Since the resources are also organized according to categories, the search does not depend upon keywords alone. Thus, KWIC staff also select the categories which are likely to hold resources addressing the inquirer's needs. Then, both the Index and the files of the not-yet-indexed (but processed) resources are searched -- manually -- utilizing the categories and keywords selected. Note that the items not yet included in the Index can be accessed by their categories alone (and not by their keywords).

Generally this procedure yields a number of leads which KWIC staff then examine. If these prove, on inspection, to be of likely use, they are included in the list of resources provided to the inquirer, usually in the form of a letter (see letter to Dr. Gerontos from KWIC on page 13).

In the rare event that no relevant resources are found in this pool, KWIC staff check an "ancillary" resource file containing materials and sources KWIC has collected which cannot be Indexed (e.g., workshop announcements, program descriptions, course lists without content elaboration, etc.) Should some of these address the inquirer's question, he or she would be informed of these, particularly where a contact person can be identified from whom to seek additional information. If the question posed was not strictly a "KWIC" question, i.e. did not address education or training and aging, the inquirer would be referred to other sources of information (e.g., if it were a research question to standard library sources and appropriate on-line data bases). More importantly, if the question was clearly an aging-training/education inquiry, yet could not be "answered" with the resources at KWIC's disposal, KWIC staff would take note of this information gap and would intensify their efforts to obtain materials in this area.

The KWIC project is still very much in the research and development stage.

KWIC staff are sensitive to and concerned with quality issues; several sub-projects are underway to develop for trainers/educators in aging information which does not yet exist. We want to know which of these existing educational/training resources are likely to be "best" for a given audience, in a given context, and what the virtues and limitations are of a particular resource. If you are interested in this aspect of our work, please contact us for further information.

Cooperation and exchange are the keys to making KWIC an increasingly useful information service for trainers/educators in aging. Your help in locating additional useful resources is essential to us and we need your feedback on the resources we have identified. Your assistance and reactions are very important to us in shaping the future direction and focus of the KWIC project.

CENTER FOR THE STUDY OF AGING AND HUMAN DEVELOPMENT
Duke University Medical Center • Box 3003 • Durham, North Carolina 27710
Telephone (919) 684-3058

KWIC Training Resources in Aging Project

What is KWIC and How Do I Use It?

The Key Word Indexed Collection of Training Resources in Aging Project is an Administration on Aging funded project designed to assist trainers/educators in the field of aging identify useful resources. KWIC offers a range of services to trainers/educators which are explained below.

One may gain access to KWIC's free resource consultation service in three ways:

1. Write to us: KWIC, Box 3003, Duke University, Durham, N. C. 27710. We will answer the request if your letter contains sufficient information. If it is not clear to us what you are requesting we will send you a KWIC "Search Request Form" designed to help us better understand your needs. We then will answer your request after receiving a completed form.
2. Call us: (919) 684-3058. We will handle your request in the same manner as a written request.
3. Visit us: We would encourage you to make an appointment to visit us for a consultation about training resources in aging only if you are in the "neighborhood" of the Duke Center for Aging.

In general, what you will receive from the KWIC Project will be a list of references to training documents likely to be useful to you. KWIC is an information system rather than a materials distributor, but we are sensitive to the "availability" problem. Thus if you are not successful in obtaining a document identified for you by a KWIC search, you may arrange to have it reproduced for you, at cost, ($.08 per page), from the copy held in the KWIC System, copyright laws permitting. You may also request further information about a given resource.

KWIC also produces the Film Forum series (cost $1.50/issue) which presents evaluative data on aging-related audiovisuals. The March 1976 issue contains evaluations of 23 films, summarizing the user responses collected up to that time. The September 1976 issue updates the information for aging films of 20 minutes or less in length (17 films are covered). Both are available from KWIC.

The Keyword Index to Training Resources in Aging (KWIC Index) is a document which provides designers and planners of training in the field of aging with information about existing materials held in the KWIC System. The cost of the Index varies. Contact KWIC for current edition's price.

KWIC Training Resources in Aging Project
Center for the Study of Aging and Human Development
Duke University Medical Center
Box 3003
Durham, N. C. 27710
(919) 684-3058

KWIC's SERVICES:

Consultation on Training Design

Consultation on Resources

Lists of Resources

Keyword Index to Training Resources in Aging

Film Forum

KWIC IS .....

A Training Resources Information System

For All Trainers/Educators in Aging

Accessible by Phone, Letter or Visit

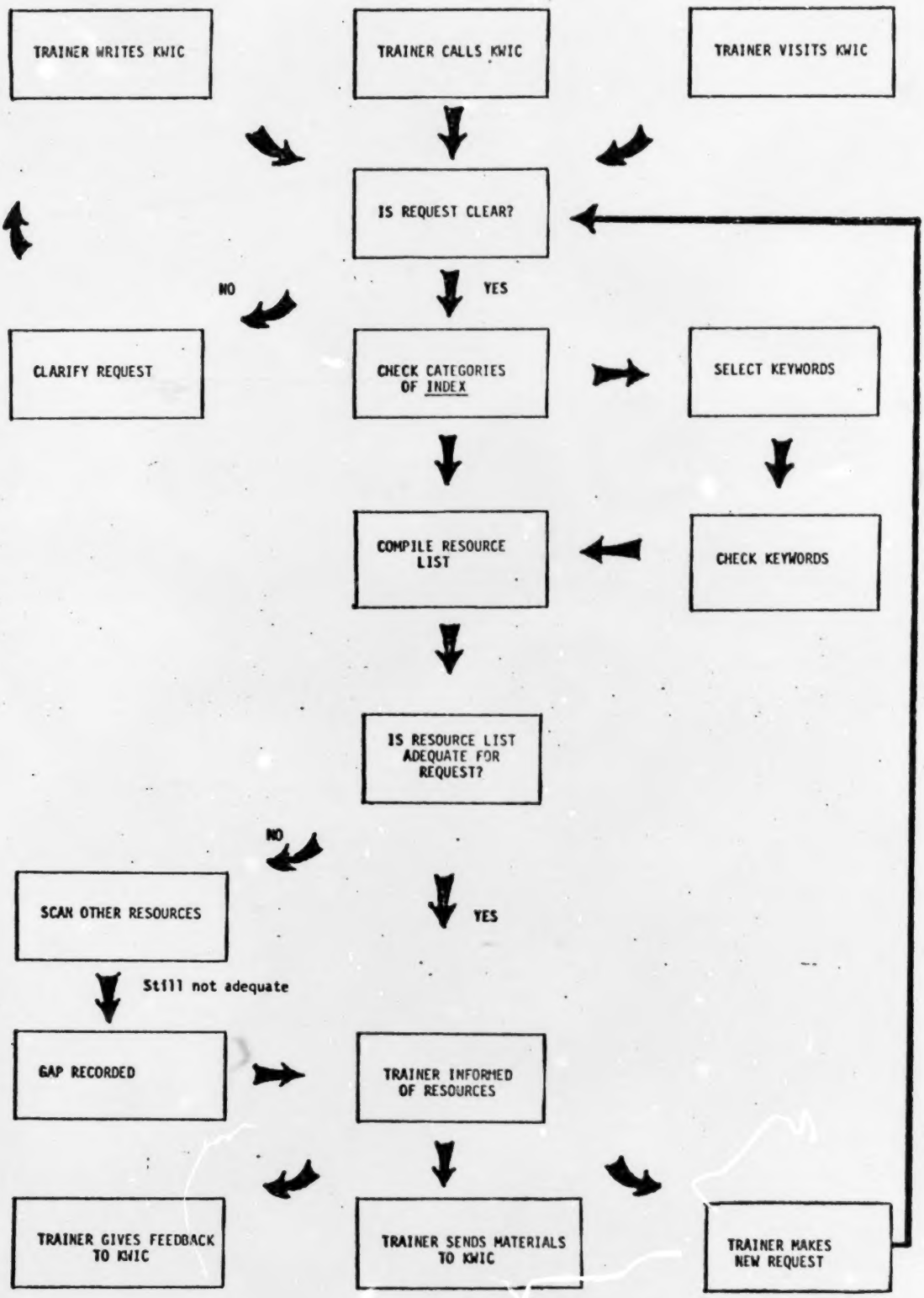
Growing --- Now Holding 700+ Resources

Funded by AoA

Developing Aids for Selecting Materials

Assisting AAA's, Community Colleges, Nursing Homes, Senior Centers, SUA's Universities and Individuals

How KWIC Assists Trainers



T R A I N E R W R I T E S K W I C

DOS ANOS COLLEGE
PLAINSVILLE, U.S.A.
12345

DEPARTMENT OF SOCIOLOGY TELEPHONE 111-222-0000

September 14, 1976

KWIC Training Resources
in Aging Project
Center for the Study of
Aging and Human Development
Box 3003
Duke University Medical Center
Durham, North Carolina 27710

Dear KWIC Project:

I read with interest in the AGHE Newsletter of your KWIC Project funded by the Administration on Aging.

In the coming year I will be involved in a project to design an undergraduate program in gerontology at my community college. I would appreciate learning of any resources that you might have in your KWIC holdings or that you may know of relating to this area.

I am particularly concerned at present with developing a course in social gerontology to be offered in the winter or spring of 1977. If you have any course outlines in this area that could be of help to us, please let us know.

Thank you very much for your help.

Sincerely,

Chaim Gerontos

Chaim Gerontos, Ph.D.
Professor of Sociology

KEYWORDS SELECTED

AGING
COMMUNITY
COURSE
COURSE OUTLINE
CURRICULUM
GERONTOLOGY
PROGRAM
SOCIAL
TRAINING
UNDERGRADUATE

CATEGORIES TO CHECK IN INDEX

AG:GEN	AGING (GENERAL)
AV:RES	AUDIO-VISUAL RESOURCES
BIBLIO	BIBLIOGRAPHIES
CCO:BP	CURRICULA/COURSE OUTLINES: B.S. OR B.A. GERONTOLOGY PROGRAMS
CCO:CE	CURRICULA/COURSE OUTLINES: CONTINUING EDUCATION
CCO:CP	CURRICULA/COURSE OUTLINES: COMMUNITY OR JUNIOR COLLEGE GERONTOLOGY PROGRAM
CCO:GP	CURRICULA/COURSE OUTLINES: GRADUATE GERONTOLOGY PROGRAMS
CCO:OA	CURRICULA/COURSE OUTLINES: PROGRAM FOR OLDER ADULTS
CCO:SE	CURRICULA/COURSE OUTLINES: SECONDARY AND ELEMENTARY EDUCATION
DESELV	DESIGN AND EVALUATION: EDUCATIONAL/LEARNING EXPERIENCES
TR:ACS	TRAINING RESOURCES: ADVISORY COUNCILS
TR:HOU	TRAINING RESOURCES: HOUSING
TR:HRP	TRAINING RESOURCES: HEALTH RELATED PERSONNEL
TR:HSW	TRAINING RESOURCES: HUMAN SERVICE WORKERS
TR:LLP	TRAINING RESOURCES: LEGISLATIVE AND LEGAL PROGRAMS
TR:LTC	TRAINING RESOURCES: LONG TERM CARE
TR:MDS	TRAINING RESOURCES: PHYSICIANS
TR:NUT	TRAINING RESOURCES: NUTRITION PROGRAMS
TR:PAD	TRAINING RESOURCES: PROGRAM ADMINISTRATION
TR:PRT	TRAINING RESOURCES: PRE-RETIREMENT PROGRAMS
TR:VOL	TRAINING RESOURCES: VOLUNTEER PROGRAMS

KEY TO INDEX'S "INSTRUCTIONAL CODE"

P A purpose is suggested or stated in the document.

A A particular group (target audience) is mentioned in the title of the document or in the body of the material.

O Objectives (not necessarily in behavioral terms) are stated in the body of the material. This is more specific than "P."

***S-1** The document specifies a format for the instruction. (DESELV only: The document contains general recommendations.)

***S-2** The document both specifies a format for the instruction and suggests topic/content areas to be covered in that format. (DESELV only: The document contains specific recommendations.)

***S-3** The document provides a complete guide to conducting instruction. Included are format, detailed topics, and resources necessary. (DESELV only: The document contains specific recommendations which are supported by the research or experience reported.)

I The document includes one or more evaluation instruments. The type of instrument(s) present is indicated by the following notations:

- **A** = an instrument designed to measure the entire program's validity (i.e. whether it meets its objectives).
- **B** = an instrument designed to measure the effectiveness of instruction.
- **C** = an instrument designed to measure the worth of the program (costs/benefits).
- **D** = an instrument designed to measure the accuracy (technical) of the material's content.
- **E** = an instrument designed to measure the acceptance of the program by trainees and/or trainers.

D-1 The document indicates that data to evaluate the program or material is being collected. (The instrument to collect such data is not included in the document necessarily; similarly, the presence of an instrument does not indicate that data necessarily is being collected.)

D-2 The document includes an evaluation report. This report may or may not be supported by documentation.

*DESELV only: The symbol "+" indicates that the recommendations are embedded in the body of the material, rather than given explicitly in one section.

KEYWORD INDEX

LISTING BY KEYWORDS

COURSE OUTLINE

CONTINUATION

COURSE OUTLINE. BIO-MED AND MUSEUM GROUP. CCO-CA CO 240

COURSE OUTLINE. CREATIVE REPORTING FOR IRP. CCO-OA CO 245

COURSE OUTLINE. MUSIC IN OUR CIVILIZATION. CCO-OA CO 250

COURSE OUTLINE. PHILOSOPHY DISCUSSION. CCO-OA CO 260

COURSE OUTLINE. THE SINGERS. CCO-OA CO 270

COURSE OUTLINE. SOCIAL SCIENCE STUDY GROUP. CCO-OA CO 280

COURSE OUTLINE. THE UNITED STATES AND THE GLOBAL CRISIS. CCO-OA CO 290

✓TRAINING IN SOCIAL GERONTOLOGY AND ITS APPLICATION. A SUGGESTED UNIVERSITY CURRICULUM. DISELV 04 60

LEGAL SEMINARS IN PREVENTIVE NURSING HOME LAW. PROPOSAL FOR CO-SPONSORSHIP OF ONE - A TWO DAY SEMINARS IN PREVENTIVE NURSING HOME LAW FOR OWNERS, BOARD MEMBERS, ADMINISTRATORS, AND DEPARTMENT HEADS. TR-LTC TO 500

COURSE TITLES

AN INTER-DISCIPLINARY STUDY PROGRAM FOR THE ELDERLY AND FRIENDS OF THE ELDERLY TO HELP MAKE DEMOCRACY WORK FOR OLD PEOPLE. CCO-OA CO 700

COURSE

SOCIAL ASPECTS OF AGING AND DEATH. COURSE OUTLINE. BIBLIOGRAPHY. CCO-BP CO 600

✓SOCIAL GERONTOLOGY COURSE OUTLINE. CCO-CP CO 150

HOME COMPANION FOR THE AGED. COURSE OUTLINE. CCO-CP CO 300

✓SOCIOLOGY OF AGING. COURSE OUTLINE. BIBLIOGRAPHY. CCO-CP CO 700

✓COURSE. HELPING RELATIONSHIPS AND THE OLDER ADULT. CCO-CP CO 900

✓COURSE. GERONTOLOGY II. PSYCHOLOGY OF AGING. CCO-CP C1 000

✓COURSE. GERONTOLOGY I. THE OLDER ADULT IN YOUR COMMUNITY. CCO-CP C1 100

CCU-CP CU 150
PA,S-2
SOCIAL GERONTOLOGY COURSE OUTLINE.
YUCAIPA, CALIFORNIA, CRAFTON HILLS COLLEGE, NOV. 73. 4P.
CRAFTON HILLS COLLEGE

CCU-CP CU 200
PA,S-1
COURSE OUTLINE FOR T-GROUPS.
ATHENS, TEXAS, HENDERSON COUNTY JUNIOR COLLEGE, TERRELL STATE HOSPITAL. NOV. 73. 2P. MENTAL HEALTH WORKER-GERIATRIC SPECIALIST PROGRAM.
TERRELL STATE HOSPITAL MENTAL HEALTH WORKER
HENDERSON COUNTY JUNIOR COLLEGE GERIATRIC SPECIALIST

CCU-CP CU 250
PA,S-1
FOR PEOPLE WHO WANT TO BE NURSING HOME HEALTH PROFESSIONALS.
HAVERHILL, MASS., NORTHERN ESSEX COMMUNITY COLLEGE, NOV. 73. 2P
ADMINISTRATION COURSE OUTLINE

CCU-CP CU 300
PA,S-3
HOME COMPANION FOR THE AGED. COURSE OUTLINE.
RALEIGH, N.C., HEALTH OCCUPATIONS, VOCATIONAL TECHNICAL DIVISION, DEPARTMENT OF COMMUNITY COLLEGES, STATE BOARD OF COMMUNITY COLLEGES, STATE BOARD OF EDUCATION, 1968.
NORTH CAROLINA STATE BOARD OF EDUCATION

CCU-CP CU 500
PA
MODULE ON SOCIAL GERONTOLOGY.
ROCKLAND COMMUNITY COLLEGE, SUFFERN, NEW YORK, 1973. 2P.
COURSE OUTLINE ROCKLAND COMMUNITY COLLEGE

CCU-CP CU 550
PA,S,I-B
NURSING. HUMAN GROWTH AND DEVELOPMENT.
LAKE WORTH, FLA., PALM BEACH JUNIOR COLLEGE, FALL TERM, 1973. 13P.
COURSE OUTLINE PALM BEACH JUNIOR COLLEGE

CCU-CP CU 650
PA,S-2,I-B
PSYCHO-SOCIAL ASPECTS OF AGING.
JAMESTOWN, N.Y., JAMESTOWN COMMUNITY COLLEGE, N.D. 2P.
COURSE OUTLINE JAMESTOWN COMMUNITY COLLEGE

CCU-CP CU 700
PA,S 3
SOCIOLOGY OF AGING. COURSE OUTLINE, BIBLIOGRAPHY.
SAINT CLAIR COUNTY COMMUNITY COLLEGE, MICHIGAN, 1974. 11P.
SAINT CLAIR COUNTY COMMUNITY COLLEGE

T R A I N E R I N F O R M E D
O F R E S O U R C E S

CENTER FOR THE STUDY OF AGING AND HUMAN DEVELOPMENT
Duke University Medical Center • Box 3003 • Durham, North Carolina 27710
Telephone (919) 684-3058

KWIC Training Resources in Aging Project

September 21, 1976

Chaim Gerontos, Ph.D.
Professor
Department of Sociology
Dos Anos College
Plainsville, U.S.A. 12345

Dear Dr. Gerontos:

This is in response to your inquiry about: (1) resources which address designing undergraduate programs in gerontology and (2) course outlines for social gerontology which could be used in a two year college. You may find the following to be useful.

Resources for Designing Undergraduate Gerontology Programs

Atchley, R.C. and M.M. Seltzer. Developing Educational Programs in the Field of Aging. Oxford, Ohio: Scripps Foundation Gerontology Center, Miami University, 1974, 27p.

Greco, C.M., R.L. Harrison, and R.M. Lent. An Instructor's Handbook for the Development of A Basic Course in Gerontology. Syracuse University, All-University Gerontology Center, 1975, 235p.

Korim, A. Older Americans and Community Colleges: A Guide for Program Implementation. Washington, D.C.: American Association of Community and Junior Colleges (One Dupont Circle, N.W.), c1974, 126p. Cost - $3.50.

Robinson, P. (Ed.). Planning for Undergraduate Curriculum Training in Gerontology. Washington, D.C.: Institute of Gerontology, Federal City College (1343 H Street, N.W., zip - 20005), 1973.

Training in Social Gerontology and Its Application: A Suggested University Curriculum. Washington, D.C.: U.S. DHEW, Office of Aging (Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. - OA No. 222), 1965, v, 21p.

Course Outlines for Social Gerontology

"Social Gerontology Course Outline." Yucaipa, California: Crafton Hills College, November, 1973, 4p.

"Module on Social Gerontology," Course outline. Suffern, New York: Rockland Community College, 1973, 2p.

"Psycho-social Aspects of Aging." Course outline. Jamestown, New York: Jamestown Community College, n.d., 2p.

"Sociology of Aging." Course outline, bibliography. Port Huron, MI: St. Clair County Community College, 1974, 11p.

"Social Gerontology, Work, Leisure and Retirement." Bibliography. Kansas City: Donnelly College, 1973, 14p.

"Course. Gerontology I. The Older Adult in Your Community." North Carolina Office for Aging, n.d., 19p. (Includes sample instructor's and student's copy; syllabus).

These materials are not available from KWIC, but from their producers or from the publishers cited. We have tried to provide you with sufficient information to allow you to pursue and obtain the documents you deem relevant. However, should you have difficulties please let us know and we will try to help you further.

We hope these resources will prove to be useful to you.

Sincerely,

KWIC Training Resources
in Aging Project